

**SUMMARY OF THE
CONFERENCE MANAGEMENT COMMITTEE MEETING
JANUARY 12, 1999**

The Conference Management Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Tuesday, January 12, 1999, at 9 a.m. Eastern Standard Time (EST) as part of the Fourth NELAC Interim Meeting in Bethesda, Maryland. The meeting was led by its chair, Ms. Marion Kelly Thompson of the U.S. Environmental Protection Agency (EPA) Office of Water (OW). A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to complete outstanding obligations of obtaining cosponsors for future NELAC meetings and to discuss the dissolution of the Conference Management Committee. The topic of future meeting locations was also discussed.*

INTRODUCTION

Ms. Thompson began the meeting by recognizing the only committee member in attendance, Mr. John T. Pivinski. She then announced the agenda items and the discussion ensued.

COSPONSORSHIP

The suggested cosponsors and the progress made on contacting them for requests for proposals was discussed. The Association of Public Health Laboratory Directors (APHLD) decided to submit a proposal to NELAC for cosponsorship of the NELAC Interim Meeting, but then withdrew that proposal. The Water Environmental Foundation (WEF) was contacted but declined to submit a proposal. The American Water Works Association (AWWA) had not responded to the request as of the time of this meeting. The American Industrial Hygiene Association (AIHA) has indicated their interest in cosponsorship but has yet to submit a proposal. Ms. Thompson committed to speak with Mr. Fred Grunder of AIHA to follow-up on the request for a proposal.

Several aspects of cosponsorship for social events at NELAC meetings were discussed. The attending committee members were in agreement that trade magazines, professional journals, professional associations, and product manufacturers were possible options for sponsors of social events at NELAC Meetings. It was agreed that noncommercial cosponsors were preferable to commercial cosponsors as commercial cosponsors would tend to be driven by profit and would therefore be inherently more risky as cosponsors than noncommercial entities. Ms. Thompson mentioned that letters of inquiry had been sent in the past to several trade magazines for the cosponsorship of social events at NELAC Meetings but that none had responded positively. The ongoing administrative support role of Research Triangle Institute (RTI) as a contractor to EPA was clarified by Ms. Thompson during the discussion.

Ms. Thompson suggested that a letter could be sent to all NELAC members for assistance in the search for cosponsors and that they might produce new ideas.

DISSOLUTION OF THE CONFERENCE MANAGEMENT COMMITTEE

Ms. Thompson introduced the topic of dissolving the Conference Management Committee as an administrative committee. She raised the point that NELAC could save resources if the duties of conference logistics were instead handled by the NELAC Executive Secretary with the *Ad Hoc* assistance of the outgoing Conference Management Committee chairperson.

The process of dissolving the Conference Management Committee was described by Ms. Thompson and it would be done in accordance with Section 7 of the NELAC Constitution and Bylaws (Revision 10, July 2, 1998). It was stated the topic of committee dissolution would be offered as a proposal at Closing Plenary Session of the Fourth NELAC Interim Meeting and voted on at the Fifth NELAC Annual Meeting.

CONFERENCE LOCATIONS

Locations for the Fifth NELAC Interim Meeting were discussed. Information gathered by contractor support staff revealed that hotels were filling up quicker than expected due to the end of the Millennium. Locations in Baltimore, MD were discussed and Ms. Thompson suggested staying in the Washington, DC area for the continuity of the Interim Meeting forum.

The Sixth NELAC Annual Meeting location was discussed. NELAC Board of Directors' Chair Elect Jim Pearsons' home state is Virginia and suggestions for host cities were Richmond, Norfolk, and Williamsburg.

The meeting was adjourned by Ms. Thompson.

**ACTION ITEMS
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Item No.	Action	Date to be Completed
1.	Ms. Thompson will contact AIHA regarding their proposal to co-sponsor NELAC meetings.	7/99
2.	Ms. Thompson will raise the issue of dissolution of Conference Management Committee at NELAC V	7/99

**PARTICIPANTS
CONFERENCE MANAGEMENT COMMITTEE MEETING
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